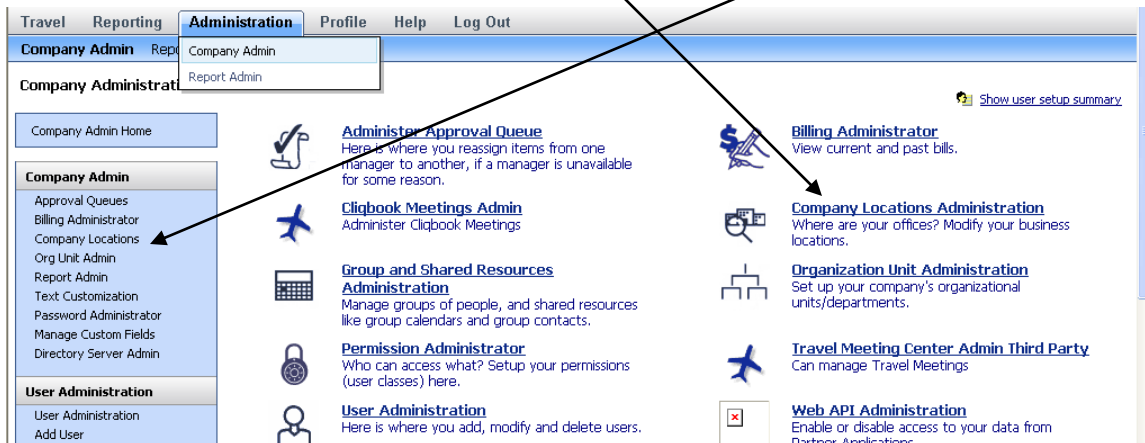


To update company locations, click Administration->Company Admin. Select the link that says Company locations Administration from the middle or Company Locations from the left.



The list of locations will be shown, to edit a location, select the edit button.

To add a new location, click “Add New Company Location”

Company Locations and Maps

Locations for Company: Travel and Transport (1-3)

[+ Add New Company Location](#)

	Location ^	Address	City	State	Country	Geocoded
Edit	Luxemburg Office	European Center Bp 512	Luxemburg	LU	Luxembourg	True
Edit	Seattle Office	605 5th Ave S	Seattle	WA	United States of America	True
Edit	Travel and Transport Headquarters	2120 South 72nd Street	Omaha	NE	United States of America	True

Total: 3 Page: 1

When adding,

Location = the name you want to display to the travelers.

Once all the information is added, click the Geocode button and Cliqbook will use that to add your Latitude and Longitude.

Location Detail for Company: Travel and Transport

Location Phone Fax Number Latitude

Timezone
 (GMT-05:00) Eastern Time (US & Canada) Longitude

Address

City State, Province, Region Zip/Postal Code Country